

MEMORANDUM FOR THE RECORD

SUBJECT : CIA Tours

1. Today's meeting was attended by:

Mike Malanick

Harry Fitzwater
Jim McDonald
Bob Gambino



STATINTL

This discussion related to tours for Family Days 20 and 27 August. It appears that the next Open House will not be held until at least 17 September, which is tentatively scheduled as Press Day. This hiatus will provide time to tighten up procedures and work out any kinks having to do with tours and exhibits.

2. [] presented a mock-up that will be presented to each tourist. The exhibits are identified along with restrooms that will be available. He commented that most of the exhibits are well along with the exception of the one being done by OTS. He added, however, that they will be completed by 20 August.

3. [] presented proof copies of the invitations that are to be used as tickets and identification as well as the lapel cards to be used to identify Agency employees providing information on the exhibits. One color will be used for each Saturday rather than a variety of colors for the three sessions per Saturday. The visitor's name will appear on the back of the card but numbers will not be required.

4. A questionnaire will be developed and will be included in the tour guide brochure. This will be completed after the exhibit and returned to (?) through the sponsor.

5. A Personnel Bulletin will be issued concerning the exhibit including a statement on the questionnaire. It will also include a statement that tickets will be distributed by the Directorates.

6. Mr. Malanick will have a briefing before 20 August for people who will be involved as tour guides. Within the next ten days a memorandum should go out to the offices sponsoring exhibits requesting that they have personnel available to answer questions at the exhibits.

7. The next meeting will be held Thursday, 18 August, 1100 hrs.

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